

Residential Cleaning Scope of Work

Date: 02/22/2015

1- SCOPE OF WORK

The purpose of this BPA (Blanket Purchase Agreement) is to obtain cleaning services for real property owned or managed by the U.S. Government in Djibouti. Residential cleaning is primarily the responsibility of the occupant, however between occupants and on other as-needed bases, the US Embassy requires the following services. The vendor shall perform cleaning services on an as-needed basis, as specified below.

Types of Services

- A. Standard Cleaning Services, by house size
- B. Carpet Wash per item
- C. Cleaning and shampooing upholstery, per item
- D. Curtain and drapes deep cleaning, per item
- E. Waxing floors, by house size
- F. General touch up cleaning, by house size

A. Standard Cleaning Services shall include the following work:

- Sweeping all floor areas including damp mopping of areas such as tile, linoleum, marble floors, staircases, walkways, entrance area, patios and public areas. Floors shall be free of dust, mud, sand, footprints, liquid spills, and other debris. Chairs, trash receptacles, and easily moveable items shall be tilted or moved to clean underneath. When completed, the floor shall have a uniform appearance with no streaks, smears, swirl marks, detergent residue, or any evidence of remaining dirt or standing water.
- Dusting and cleaning all furniture including sofas, dining tables, chairs, credenzas, telephone tables, bookshelves with or without glass doors, coat racks, umbrella stands, pictures, telephones, lamps and other common things found in a house environment. All furniture shall be free of dust, dirt, sticky surfaces, and sticky areas.
- Vacuuming all rugs and carpets, runners, and carpet protectors so that they are free from dust, dirt, mud, etc. When completed, the area shall be free of all litter, lint, loose soil and debris. Any chairs, trash receptacles, and easily moveable items shall be moved to vacuum underneath, and then replaced in the original position.
- Vacuuming, dusting and cleaning curtains, drapes, shades and other window accessories and dressings.
- Thorough cleaning of toilets, bathrooms, mirrors, and shower facilities, using suitable non-abrasive cleaners and disinfectants. All surfaces shall be free of grime, soap scum, mold, and smudges.

- Thorough cleaning of kitchens, sinks, countertops, appliances (microwaves, stoves, refrigerators, and freezers). When completed, the area shall be free of grease, liquid spills, food, and dirt.
- Emptying all wastepaper baskets, ashtrays and washing or wiping them clean with a damp cloth, replacing plastic wastepaper basket linings and returning items where they were located.
- Removing any grease marks or fingerprints from walls, doors, door frames, radiators, windows and window frames, glass tables protectors.
- Removing trash to designated area as directed by the COR, and keeping trash area in a reasonably clean condition.
- Polishing all brass surfaces including door and window handles, plaques.
- Dusting tops of tall furniture tops of picture frames.
- Spot cleaning baseboards and walls.
- Dusting window sills and blinds.
- Cleaning shutters as required.
- Sweeping and washing terraces and balconies to remove all accumulated dirt and debris.
- Wiping window blinds with a damp cloth to ensure that all smudges are removed.
- Cleaning inside window glass and sash of smudges and accumulated dirt.
- Moving all furniture and vacuuming or polishing the floor under the furniture as appropriate.
- Dusting and wiping light fixtures and chandeliers. When completed, the light fixtures shall be free from bugs, dirt, grime, dust, and marks. Cleaning all chandeliers and light fixtures using appropriate methods to restore the original luster to the fixtures. This will include ensuring that all crystal reflectors are individually washed.
- Washing the outsides of the windows. When completed the windows shall be free of smudges, lint, or streaks from the surface. (When cleaning outside of windows vendor will ensure that safety procedures are followed).

Real Property estimated sizes in square meters:

Type of House	Square meters ranges	
	From	To
Large House	201	300
Medium House	151	200
Small House	120	150
Appartment	120	160

B. Floor Carpet and Rugs washing per item

- Shampooing carpets
- Removing stains
- Drying carpets

Types of carpets

Floor Carpets

Floor Rugs

C. Cleaning of upholstery and cushions per item

- Shampooing upholstery of sofas, chairs
- Removing stains
- Drying upholstery

Types of upholstered furniture

Three seat sofa

Loveseat

Couch

Dining chair

D. Curtain, drapes deep cleaning by item

- Removing curtains and/or drapes for washing and/or dry cleaning
- Removing stains
- Drying curtain, drapes
- Place back curtain and/or drapes

E. Waxing Floors per house size

- Spot waxing and polishing floors

Types of floors

- Wood
- Tile
- Marble

F. General touch up cleaning by house size

- General light dusting of all areas
- Touch up cleaning of all areas

2- MATERIALS AND EQUIPMENT

The contractor shall provide all necessary janitorial supplies and equipment, including mops, brooms, dust rags, detergents, cleaners, etc. to perform the work identified in this BPA IDI.

All cleaning products and supplies to be used under this BPA IDIQ shall not endanger the safety and health of building and property occupants, and shall be safe for the environment laws and policies, standards and regulations.

All products will have low VOC (Volatile organic Compounds) and vendor will supply MSDS (material safety data sheets) for all cleaning products.

Vendor will use all necessary P.P.E. (Personal Protective Equipment) to perform all cleaning tasks and will ensure safety procedures are followed.

QUOTES FORMAT

Please use the below format for the pricing.

A- Standard Cleaning Services

Type of House(m ²)	Price per Unit
Large House (201 – 300)	
Medium House (151 – 200)	
Small House (120 –150)	
Appartment (120-160)	

B- Carpet Washing

Type of Carpert	Price per Item
Floor Carpets	
Floor Rugs	

C- Cleaning and shampooing upholstery

Type of upholstered furniture	Price per Item
Three seat Sofa	
Loveseat	
Couch	
Dining Chair	

D- Curtain and drapes deep cleaning

Type	Price by Item
Curtain	
Draps	

E- Waxing floors

Type of House(m ²)	Price per Unit
Large House (201 – 300)	
Medium House (151 – 200)	
Small House (120 –150)	
Appartment (120-160)	

F- General touch up cleaning

Type of House(m ²)	Price per Unit
Large House (201 – 300)	
Medium House (151 – 200)	
Small House (120 –150)	
Appartment (120-160)	